

PARENT ADVISORY COUNCIL

**CONSTITUTION AND BYLAWS**

École Cheam Elementary School  
**Parent Advisory Council**

**Legislative authority preamble:**

The British Columbia School Act provides that:

*... it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society;*

And to assist in facilitating the achievement of those objectives the Act recognizes Parent Advisory Councils and provides further that:

*..A parents' advisory council, through its elected officers, may advise the Board, and the principal and staff of the school or Provincial school respecting any matter relating to the school or the Provincial school.*

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# **CONSTITUTION**

## **SECTION 1: NAME**

The name of the Association shall be the École Cheam Elementary PARENT ADVISORY COUNCIL or Cheam PAC. The PAC will operate as a non-profit organization with no personal financial benefit. The business of the PAC shall be unbiased towards race, religion, gender or politics.

## **SECTION 2: PURPOSE**

1. To promote effective communication between the home and school.
2. To promote improvements in the educational program, facilities and culture of École Cheam Elementary School with a view to enhancing the student learning.
3. To encourage parents/guardians to participate in meaningful educational activities and decision making.
4. To strengthen the role of parents/guardians in the education of their children through professional development on the rights and responsibilities of parents within the education system.
5. To organize PAC activities and events.
6. To contribute to the effectiveness of the school by promoting the involvement of parents/guardians and other community members.
7. To advise the principal and staff on parents views on any matter relating to the school programs, policies, plans and activities.
8. To provide financial support for the goals of the PAC as determined by the membership.

## **SECTION 3: DISSOLUTION**

1. A written notice of dissolution must be distributed to the members at least 30 days prior to a general meeting at which a vote will be taken.
2. The PAC can only be dissolved by a two-thirds (2/3) majority vote of the members present at the general meeting.
3. In the event of winding up or dissolution of the PAC, and after discharge of all debts and obligations, the assets and remaining funds of the PAC shall be transferred to Ecole Cheam Elementary School or distributed to another parent advisory council or councils in the Chilliwack School District having purposes similar to those of the PAC, as the members of the PAC may determine at the time of winding up or dissolution.

# BYLAWS

## SECTION 1: MEMBERSHIP

1. Membership shall be automatic to all parents/guardians of students registered at École Cheam Elementary School.
2. Each member shall be able to cast one vote.
3. Only voting members who are not employed by the school district in any capacity shall be eligible to hold an executive position. All executive members must have a criminal records check provided to the PAC or school.
4. Members of the school community who are not parents/guardians of students currently enrolled in the school may be invited in to become non-voting members of the PAC. Non-voting members cannot be elected to an executive position. There may not be more non-voting members than voting members at any time.

## SECTION 2: MEETINGS

1. General meetings shall be held on a regular basis during the school year to conduct current business (September to June).
2. The Annual General Meeting shall be held each June and shall include:
  - Presentation of the minutes from the previous Annual General Meeting
  - Presentation of the reports from the executive and any committee chairs
  - Election of the new executive officers
  - Approval of financial statements and proposed budget
  - An audit or financial review report on the PAC finances  
*(this is particularly important if there is a change in Treasurer)*
3. A Quorum at any meetings shall be three executive members plus those PAC members *in attendance*.
4. The Principal and staff (teaching and non-teaching) are encouraged to attend general meetings of the PAC as observers and liaison with parents.
5. A PAC meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
6. Additional meetings may be called by the Chairperson, or at the written request of at least 3 members.
7. Executive meetings may be held anytime as deemed necessary by the executive. The purpose of these meetings is to carry on business between general meetings.

8. Motions shall be passed by a simple majority with the exception of those that require 2/3 majority as per Robert's Rules of Order (*constitution and bylaws*). Where procedural problems should arise which cannot be resolved with the constitution, the rules contained in the latest edition of Robert's Rules of Order shall govern all matters with final authority.

### **SECTION 3: QUORUM AND VOTING**

1. Quorum at General Meetings and the AGM will be a minimum of 3 executive Officers plus those members in attendance.
2. Issues arising at any meeting shall be decided by a simple vote (50% + 1).
3. In the event of a tie vote, the motion is defeated.
4. The Chair does not have a second tie breaking vote.
5. Voting shall be done by the show of hands with the exception of the election of officers, as set out in Section 4 of the Bylaws, which shall be done by secret ballot. If there is more than one nominee, voting shall be done by secret ballot.
6. A motion to destroy the ballots is required after any ballot election.
7. There shall be no proxy voting.

### **SECTION 4: NOMINATION AND ELECTION PROCEDURES**

Nominations and elections for the following positions will be held in this order:

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Secretary
5. DPAC Representative

There shall be no proxy voting.

Robert's Rules of Order shall be used as the final authority to resolve any situation.

Procedure:

1. The Nomination and Election process is chaired by the Chair of the Nominations Committee.
2. The Chair of the Nominations Committee calls for nominations to a position. All nominees must be voting members of the PAC. The call is repeated three times. (*as above*)
3. A vote is conducted by secret ballot if there is more than one nominee for a position.

4. If an executive member resigns or ceases to hold office for any other reason, or if an executive position is vacant as a result of having zero accepted nominations at the previous annual general meeting, the remaining executive members may appoint an eligible member of the PAC to fill the vacancy until the next annual general meeting.

## **SECTION 5: TERM OF OFFICE**

1. Term of office is from July 1<sup>st</sup> to June 30<sup>th</sup>. (*follows the natural school year*)
2. No person shall hold more than one elected position at any one time.
3. Any elected PAC Executive member may serve on the executive for a limit of two consecutive terms in any one executive position.
4. In the event that an executive position remains vacant due to lack of nominated members, a past executive member that has reached their limit of consecutive terms may be considered for the position if they are willing to continue.
5. The Immediate Past Chairperson shall hold that office for one year. This is a non-voting executive position.

## **SECTION 6: EXECUTIVE STRUCTURE**

1. The executive of the PAC shall be comprised of the Chairperson, Vice-Chairperson, Secretary, Treasurer, DPAC Representative and past-Chairperson.
2. The Immediate Past Chairperson may remain on the executive in a non-voting, advisory capacity to ensure a smooth transition for one year.
3. The executive may meet prior to each general meeting or as necessary to conduct the business of the PAC.
4. A quorum for all meetings of the executive shall be three executive members, one of which must be the Chairperson.
5. In the event all positions cannot be filled, the minimum to be viable is three, Chairperson, Secretary and Treasurer.

## **SECTION 7: DUTIES OF THE EXECUTIVE**

### **CHAIRPERSON**

The Chairperson shall:

1. Provide leadership
2. Ensure that the business of the PAC is proceeding effectively
3. Act as a spokesperson for the PAC
4. Preside at meetings.
5. Prepare an agenda for general and executive meetings
6. Be current on the Cheam PAC Constitution, Bylaws and Meeting rules.
7. Read information sent to the PAC and distribute information to the members.
8. Collaborate with the Principal of the school to assist members
9. Appoint ad hoc committees as needed.
10. Consult PAC members regularly and keep them informed
11. Prepare a notice of meeting and agenda highlights to be included in the parents' newsletter and other digital media and post on school website and /or bulletin board.
12. Be a signing officer for cheques and documents
13. Ensure the PAC is represented in school and district activities
14. Ensure a Nominations Committee is formed in March
15. Prepare an annual report for the Annual General Meeting
16. Ensure that all relevant information regarding this position is passed onto the succeeding Chairperson by the June general meeting

### **VICE-CHAIRPERSON**

The Vice-Chairperson shall:

1. Assist the Chairperson as required
2. Ensure that the business of the PAC is proceeding effectively
3. Know where to find resources to assist members
4. Maintain the PAC calendar of events and activities

5. Chair meetings in the absence of the Chairperson.
6. Prepare an annual report for the Annual General Meeting
7. Ensure that all relevant information regarding this position is passed on to the succeeding Vice-Chairperson by the June general meeting

### **SECRETARY**

The secretary shall:

1. Record the minutes of all general and executive and Annual General meetings
2. Record the attendance at all general and executive meetings
3. Post the minutes of all PAC meetings within two weeks
4. Prepare a brief report following each general meeting to be included in the parents' newsletter and bulletin board or PAC website or Facebook.
5. Maintain all records of the PAC (Bylaws, Reports, minutes, etc.)
6. Know PAC constitution, Bylaws and Meeting rules
7. Is one of the three signing officers for cheques and documents
8. Prepare an annual report for the Annual General Meeting
9. Ensure that all relevant information regarding this position is passed on to the succeeding Secretary by the June general meeting.

### **TREASURER**

The Treasurer shall:

1. Be responsible for all PAC funds
2. Deposit all funds collected on behalf of the PAC in an account at a recognized financial institution approved by the PAC
3. Maintain detailed accounts of all receipts and expenditures ensuring all expenditures are authorized by motion or through the approved budget.
4. Present a written report on the financial status of the PAC at all general meetings
5. Make books available for viewing by members upon request
6. Sign all cheques along with one other of the members who has signing authority
7. Ensure that another signing officer has access to the books in the event of their absence

8. Prepare a projected annual budget outlining the basic annual expenditures to be presented at the PAC Annual General Meeting
9. Have books ready for annual audit/review
10. Prepare an annual report for the Annual General Meeting
11. Ensure that all relevant information regarding this position is passed onto the succeeding Treasurer after completing the fiscal year end

### **DPAC REPRESENTATIVE**

The DPAC Delegate shall:

1. Represent the Cheam PAC in the voting process at DPAC meetings
2. Report DPAC business back to Cheam PAC meetings
3. Seek input from the PAC members for DPAC
4. Forward PAC school based issues to DPAC on requests of the PAC
5. Prepare an annual report for the Annual General Meeting
6. Ensure that all relevant information regarding this position is passed onto the succeeding DPAC Delegate by the June general meeting

### **PAST CHAIRPERSON**

The past Chairperson may:

1. Help smooth the transition between Chairpersons
2. Serve as an advisor to the Chairperson
3. Provide continuity of leadership
4. Assume specific tasks or responsibilities as requested by the Chairperson
5. May be asked to prepare an annual report for the Annual General Meeting.

## **SECTION 8: CODE OF ETHICS**

Any parent/guardian who accepts a position as a PAC executive member or represents a PAC through a committee must abide by the following Code of Ethics:

1. Uphold the Constitution and Bylaws and policies of the Cheam PAC
2. Perform duties with honesty and integrity

3. Shall inform the PAC of any matters of conflict of interest and shall refrain from discussion, influencing and voting upon any matter in which they or their families could benefit monetarily from the decision made.
4. Work to ensure the wellbeing of students is the primary focus of all decisions
5. Respect the rights of all individuals.
6. Take direction from the members and ensure that they are represented.
7. Encourage and support parents/guardians and students with individual concerns to act on their own behalf and provide information on the process for taking their concern forward.
8. Work to ensure that issues are resolved through due process
9. Strive to be informed and only pass on information that is reliable
10. Respect all confidential information
11. Support public education
12. Shall make a reasonable effort to attend all executive and general meetings
13. All positions shall submit an annual report of their term in office.

**Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the École Cheam Elementary School Parent Advisory Council Executive, have read, understood, and agree to abide by the Code of Ethics set out in this document.

Name of Executive Officer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone number \_\_\_\_\_

## **SECTION 9: COMMITTEES**

1. The executive may appoint committees or individuals to undertake various tasks and responsibilities as the need arises.
2. Committees may be either standing or ad hoc in nature. Examples include: Fundraising Coordinator, Volunteer Coordinator, Funds Allocation Committee, PAC Newsletter Coordinator, Hot Lunch Coordinator, Constitution and Bylaws Review Committee and Nominations Committee.
3. Committees or individual appointees shall report promptly to the executive or to the PAC members at general meetings.
4. The terms of reference and privileges of each committee shall be reported promptly to the executive or to the PAC members at general meetings.

## **SECTION 10: FINANCES**

1. The fiscal year shall run from July 1 to June 30 (*follows the school year*)
2. The PAC executive must present a preliminary budget at the Annual General Meeting.  
  
Amendments to the budget may be made by motion of the members at any general meeting.
3. All funds of PAC shall be on deposit in a financial institution registered under the Bank Act or governed by the Credit Union Incorporation Act.
4. The executive shall name three signing officers, the treasurer, chairperson and secretary for banking and legal documents. Two signatures will be required for all cheques and documents.
5. The executive shall ensure that no expenditures are made without approval by the membership.
6. A financial report will be presented at all general meetings.
7. There shall be an annual audit/ review of the financial records by a qualified community person who is not a member of the PAC.
8. All PAC purchases over \$400 which were not approved in the previous Annual Budget will be put to a vote in a General Meeting. The request, along with three (3) quotes, is to be distributed to PAC members for review at least three (3) days prior to the meeting in which the vote takes place.

## SECTION 11: AMENDMENTS

A review of the Constitution and Bylaws shall take place every three years by a committee consisting of at least three members including one executive member. Amendments to the Constitution and Bylaws of the Cheam Elementary School Parent Advisory Council may be made at the annual general meeting providing:

1. Thirty (30) days minimum written notice of the meeting, including specifics of the amendments proposed, has been given to all members.
2. A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution

## SECTION 12: PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, executive member or committee member in connection with the organization shall be deemed to be the property of the organization, and shall be turned over to the chairperson when the member, executive member or committee member ceases to perform the task to which the papers relate.

A copy of the adopted Constitution and By-laws must be sent to the Superintendent of Schools of the Chilliwack School District along with a copy of the minutes in which the document was approved in order for the PAC to be recognized.

Any subsequent amendments to the Constitution and By-laws must be forwarded to the Superintendent in the form of the amended and adopted document.

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**Adopted by École Cheam Elementary School Parent Advisory Council at Chilliwack, British Columbia, on**

\_\_\_\_\_, 2016.

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President

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Executive Member